

MAIN FACS “TIPS & TECHNIQUES”

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IMPORTANT: This issue contains important operating information for all users of R★STARS and ADPICS. Please distribute promptly.

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OPENING FISCAL YEAR 2004-2005 IN MAIN FACS

On Thursday, September 23, 2004, OFM entered the document numbering for procurement documents.

The ADPICS document-numbering table is driven by the effective date. **Therefore, to create a requisition for goods or services to be delivered on or after October 1, 2004, you must enter an effective date of October 1, 2004.** This will generate a 2004/2005 fiscal year number. Allotment controls on AY05 20 Appropriation Number Profiles do **not** have to be changed to allow the processing of these new year orders.

Invoices and receivers cannot be entered against FY05 orders until October 1, 2004. In addition, you will be unable to create invoices, receivers, vouchers, or direct vouchers for FY05 at this time.

Before your agency can record any FY05 transactions (FY05 ADPICS orders or R★STARS Budgetary entries), your agency must establish a 25 Agency Control Profile for FY05 in R★STARS.